

S-E-C-R-E-T

MEMORANDUM FOR: (all Division and Staff Chiefs, DD/Pers/PD and Admin Officer,  
Office of Personnel)  
SUBJECT : Records Control Schedule

1. The attached Records Control Schedule is the final, authenticated schedule for your Division or Staff. The provisions of this schedule are based on applicable Federal laws, CIA Regulation  and OFM No. 40-150-11 (33-56). Specific application of the schedule within your office should be made in accordance with the provisions of the subject OFM.

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2. This Records Control Schedule will necessarily replace all draft schedules which were previously given to your Division or Staff for coordination. If copies of draft schedules are still in possession of your office, it is requested that all copies of such draft material be returned to the undersigned at the earliest practicable date.

3. Included with the bound or covered schedule is an additional copy of the schedule which should be broken down and distributed to each Branch within your Division and Staff. The bound copy should be maintained in your immediate office as the master copy.

Records Control Officer  
Office of Personnel

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SAMPLE COPY

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